



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 4200.1Q

14

8 June 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 4200.1Q

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: PURCHASE REQUESTS

Ref: (a) COMNAVCRUITCOMINST 4400.1E

Encl: (1) Internal IRD Routing Matrix  
(2) Internal Request Document (NAVCRUIT 7132/4  
(Rev 6-2014))

1. Purpose. To promulgate instructions and procedures for purchasing supplies and services within Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 4200.1P.

3. Discussion. Accounting procedures directed by reference (a) necessitate advance notification at the District of any purchase requirements. Recruiter Supply PO must plan their purchases well in advance of the required date, to allow for reviewing and approval of the purchase document. The Commanding Officer and/or Purchasing Agent are the only persons authorized to incur obligations against government funds.

4. Documents. An Internal Request Document, enclosure (2) will be originated by the Division Officer (DIVO) or Departmental Leading Chief Petty Officer (DLCPO) for their prospective stations for field purchases and recommended for approval by the Department Head. For purchases within the District Head Quarters, a copy of enclosure (2) will be initiated within the department requiring the supplies or services and approved by the cognizant Department Head. Each request will be screened by the Purchasing Agent for review and forwarded for approval via the Internal IRD Routing Matrix (1). Allow sufficient time for the approval/review process to complete and upon final approval in accordance with encl (1) the material will be purchased and forwarded to Station or Department.

5. Action. In order to facilitate correct accounting procedures, all concerned must comply with this instruction. Unavoidable situations that result in minimal lead time may be called in to the respective Department Head for appropriate action. All requests for supplies or services must be in writing and approved by the appropriate Department Head. Telephone calls for supplies or services cannot be accepted unless it is an emergency and MUST be followed by a written request.

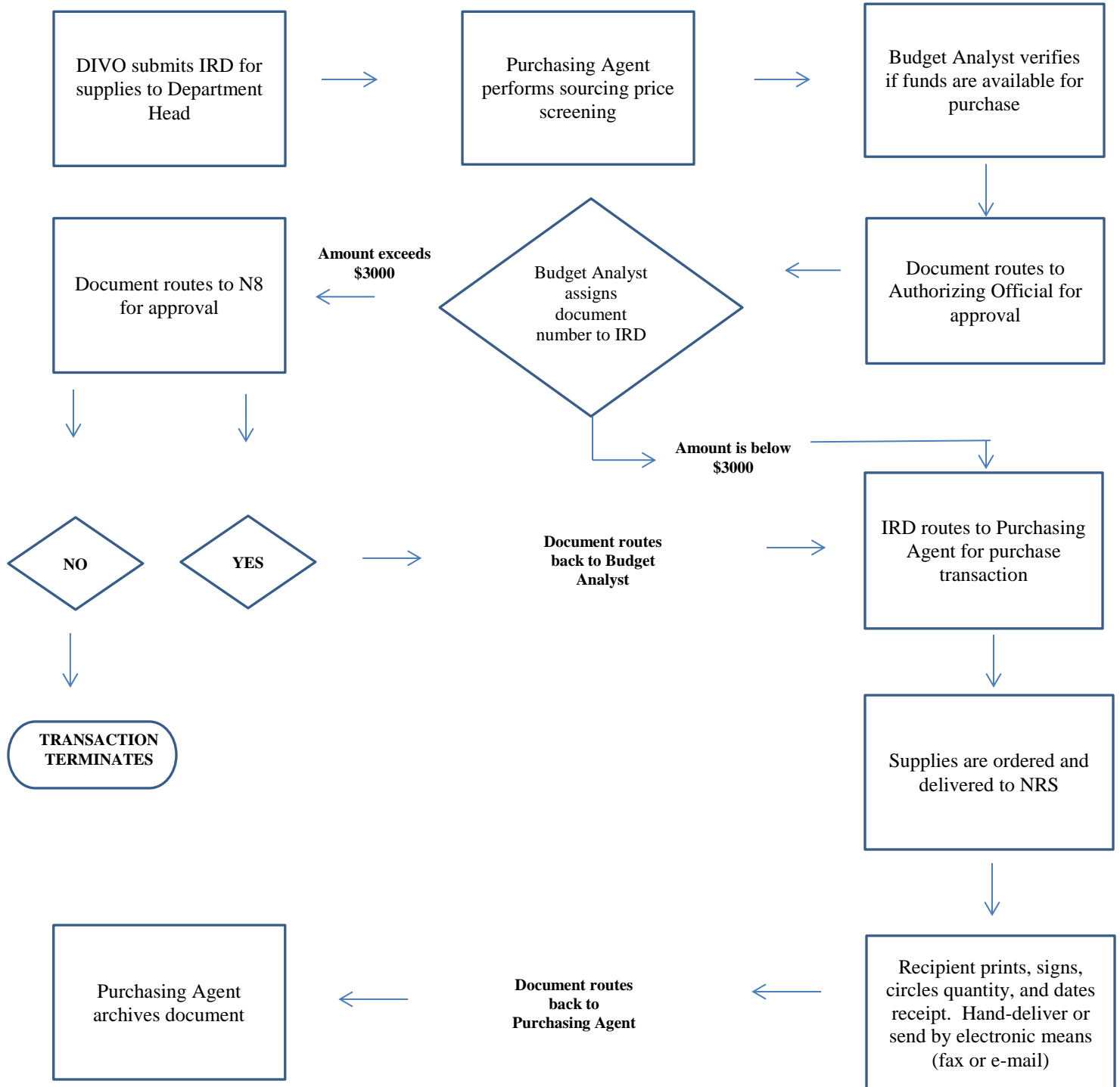
6. Forms.

a. NAVCRUIT 7132/4, Internal Request Document is available from CNRC website or NRD New Orleans Portal under supply.

/s/  
C. A. WYNTER

Distribution List:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

Internal IRD Routing Matrix



NAVCRUITDISTNOLAINST 4200.1Q  
8 June 2015

INTERNAL REQUEST DOCUMENT						
Document # N		- 0 0		<b>ENSURE JAVA SCRIPT IS ENABLED PRIOR TO ENTERING DATA</b>		
Command: <input type="text"/>		UIC: N <input type="text"/>		FY: <input type="text"/>		Directive: COMNAVCRUITCOMINST 4400.1 (Series)
<input type="button" value="ADD NEW ROW"/> <input type="button" value="DELETE LAST ROW"/>		JON: <input type="text"/>		OCC: <input type="text"/>		<input type="button" value="Click here for Accounting Data"/>
1. ITEM (NSN, FORM #, NAME, COLOR, ETC.)	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE	FINAL TOTAL PRICE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
GRAND TOTAL				<input type="text"/>	<input type="text"/>	
2. JUSTIFICATION <input type="text"/>						
<input type="button" value="Click here if request is for IT Mat/Service"/>						
3. REQUEST INITIATED BY:						
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
NAME		DEPT/CODE/PHONE		DATE	DATE REQUIRED	
4. SUGGESTED SOURCE OF SUPPLY:						
VENDOR: <input type="text"/>		5. FUNDS VERIFIED IN FAST SITE: <input type="checkbox"/> Yes <input type="checkbox"/> No				
ADDRESS: <input type="text"/>		Amount Verified: <input type="text"/>				
TELEPHONE: <input type="text"/>		JON/OCC Verified <input type="text"/> / <input type="text"/>				
CONTACT: <input type="text"/>		Sign: <input type="text"/> DATE <input type="text"/>				
(Letter of Designation Required)						
Indicate type of document to be issued:						
<input type="checkbox"/> RC <input type="checkbox"/> WR <input type="checkbox"/> MP <input type="checkbox"/> TG <input type="checkbox"/> TO <input type="checkbox"/> MD<\$3K						
<input type="checkbox"/> PO <input type="checkbox"/> PT <input type="checkbox"/> RV <input type="checkbox"/> MILSTRIP <input type="checkbox"/> MD >=\$3K						
6. AUTHORIZING OFFICIAL:						
<input type="text"/>		<input type="text"/>		DATE <input type="text"/>		
Signature		Title				
(Letter of Designation Required)						
7. ACCOUNTING DATA: <input type="button" value="Click here for JOPS-RED"/> <input type="button" value="Click here for Single LCA"/> <input type="button" value="Click here for Multiple LCA"/>						
AA 17 1804.22N5 / / 66715 / Q / 068566 / 2D / <input type="text"/>						
Document # N <input type="text"/> - 0 0						
Signature of Person entering Document Number in Fast Data <input type="text"/>		Date: <input type="text"/>				
(Letter of Designation Required)						
<input type="checkbox"/> "MD" Document <\$3K: generate "Source" Document and proceed to Step 9.						
<input type="checkbox"/> MEPS/VEH Document(s) regardless of amount: generate "Source" Document in Fast Data, suspend transaction(s) and proceed to Step 8.						
<input type="checkbox"/> All other Documents: generate "Initiation" Document in Fast Data and proceed to Step 8.						

INTERNAL REQUEST DOCUMENT	
Document # N	- 0 0
ENSURE JAVA SCRIPT IS ENABLED PRIOR TO ENTERING DATA	
SUPPLY USE ONLY	
8. COMPTROLLER SIGNATURE: (Required for all MEPS/Vehicle Transactions; MD Documents>\$3K; and all other Document Types )	
<div>SIGNATURE/TITLE/CODE (Funds Control Personnel)</div>	DATE
9. HOW BUY IS TO BE MADE:	
a. SUPPLY SYSTEMS: <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. DRMO: <input type="checkbox"/> Yes <input type="checkbox"/> No	
c. FPI: <input type="checkbox"/> Yes <input type="checkbox"/> No	
d. ABILITY ONE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
e. DOD EMALL: <input type="checkbox"/> Yes <input type="checkbox"/> No	
f. FSS: <input type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Optional: <div></div>	
(2) Single Source: <div></div>	
(3) Multiple Source: <div></div>	
(4) Lowest Price: <div></div>	
g. Other: <div></div>	
If other than an FSS Contract, enter Contract Number (when known) here, then select business socioeconomic-economic data (Items 3 thru 9)	
N/A	
h. OPEN MARKET: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Yes, enter justification to below box.</small>	
Not Applicable	
Open Market Justification <div></div>	
(1) Credit Card: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If No, enter Check Nbr or purchase method in (2)</small>	
(2) Check No. or method of payment: <div></div>	
(3) BPA: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If YES is checked enter BPA No: N/A</small>	
(4) SB: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(5) LB: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(6) ED/NP: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(7) 1F: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(8) M/O: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(9) W/O: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Business type (i.e., SB, LB, ED/ NP) is exclusionary. Select only one. However, businesses may have more than one Socio-economic data element. Check all that apply to selected vendor	
Socioeconomic Indication	
(10) Discount: <div></div>	
(11) DLVY: <input type="checkbox"/> FOB DEST <input type="checkbox"/> Other	
(12) DLVY Date: <div></div>	
(13) Est Shipping Date: <div></div>	
10. Vendor Awarded to:	
Name: <div></div>	
ADDRESS: <div></div>	
Telephone Number: <div></div>	
POC: <div></div>	
D. O. #: N/A	
11. Approving Official (Government Commercial Purchase Card):	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved - See Remarks	
Signature: <div></div>	<div></div>
DD 577 Required Date	
Remarks <div></div>	
12.	
Buyers Signature: <div></div>	
DD 577 Required	
Date Order Placed: <div></div>	
13.	
MINOR PROPERTY: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Number: <div></div>	